



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	BOARD OF LANDSCAPE ARCHITECTURE
MEETING DATE AND TIME:	Thursday, February 10, 2011 at 9:00 a.m.
PLACE:	Conference Room B, Cannon Bldg, 861 Silver Lake Blvd Dover, DE 19904
MINUTES APPROVED	05/12/2011

MEMBERS PRESENT

Chad Nelson, Professional Member, President
William Bullock, Public Member
Rachel Dunning, Public Member
Matthew Spong, Professional Member 9:11 a.m. – 11:09 a.m.

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Danny Stevenson, Deputy Attorney General
Jessica Williams, Administrative Specialist II

CALL TO ORDER

Mr. Nelson called the meeting to order at 9:07 a.m.

REVIEW OF MINUTES

The Board reviewed the minutes for the November 18, 2010 meeting. Ms. Dunning made a motion, seconded by Mr. Bullock, to approve the minutes as presented. Motion was unanimously carried.

UNFINISHED BUSINESS

Review Final Draft of Rules and Regulations

Mr. Stevenson circulated the final draft of the rules and regulations for the Board to review. The Board determined that changes needed to be made and requested to review an updated draft of the rules and regulations at the May 12, 2011 meeting.

Review Draft of Self-Directed Activities

Mr. Nelson submitted a draft of the self-directed activities form for the Board to review. Ms. Dunning made a motion, seconded by Mr. Spong to approve the form, without the language for submission to the Board, until the changes in the rules and regulations take place.

Strategic Plan

The Board discussed information that should be included in the newsletter and the members will draft language for the Board to review during the May 12th meeting. The Board hopes to have the newsletter completed and sent out by June 2011.

Review Proposed Language for Communication to Licensees Regarding the Certificate of Authorization

Ms. Williams circulated the proposed language for the mass e-mail which will be sent to licensees in regards to the certificate of authorization. She informed the Board that the language must be approved by the Director as well as Ms. Miccio, the Management Analyst II before the e-mail will be sent out. Ms. Dunning made a motion, seconded by Mr. Spong to accept the proposed language for the mass e-mail. Motion unanimously carried.

Review CE Documentation from Robert Sevensky from 2009 Post Renewal Audit

The Board reviewed the CE documentation that Mr. Sevensky submitted. Ms. Williams informed the Board that the information was to be submitted by the November meeting according to the Order. She informed them that the Division of Professional Regulation did not receive the documentation until January. Ms. Dunning made a motion, seconded by Mr. Spong to accept the CE documentation and to send a letter to Mr. Sevensky, expressing their disappointment with his untimely response in submitting the documentation, as well as explaining the expectations of the licensee. Motion unanimously carried.

Discussion Regarding CLARB Exam

Ms. Williams reminded the Board that they requested she contact CLARB to see how long an applicant has to pass all sections of the exam. Ms. Williams informed the Board that CLARB allows an indefinite amount of time to pass the exam, but the applicant will have to follow the State's rules and regulations regarding the exam.

NEW BUSINESS

Ratification of Applications for Licensure by Reciprocity

Ms. Dunning made a motion, seconded by Mr. Bullock, to ratify the application for licensure by reciprocity for David Bader. Motion unanimously carried.

Ms. Dunning made a motion, seconded by Mr. Bullock, to ratify the application for licensure by reciprocity for Sean Davis. Motion unanimously carried.

Ms. Dunning made a motion, seconded by Mr. Bullock, to ratify the application for licensure by reciprocity for Allison DiMatteo. Motion unanimously carried.

Ms. Dunning made a motion, seconded by Mr. Bullock, to ratify the application for licensure by reciprocity for Kerry Green. Motion unanimously carried.

Ms. Dunning made a motion, seconded by Mr. Bullock, to ratify the application for licensure by reciprocity for Gregory Holtzman. Motion unanimously carried.

Ms. Dunning made a motion, seconded by Mr. Bullock, to ratify the application for licensure by reciprocity for Thomas Johnston. Motion unanimously carried.

Ratification of Applications for Certificate of Authorization

Ms. Dunning made a motion, seconded by Mr. Bullock, to ratify the application for certificate of authorization for CEI Engineering Association. Motion unanimously carried.

Review Requests of Inactive Status

Ms. Dunning made a motion, seconded by Mr. Bullock, to approve the request for inactive status for Nancy Allen. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Bullock, to approve the request for inactive status for James Buchheister. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Bullock, to approve the request for inactive status for G. Barry Esslinger. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Bullock, to approve the request for inactive status for Greer Maneval. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Bullock, to approve the request for inactive status for Jeremiah McPeck. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Bullock, to approve the request for inactive status for Lisa Roth. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Bullock, to approve the request for inactive status for Paul Schwartz. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Bullock, to approve the request for inactive status for Kevin Wong. The motion carried unanimously.

Review Request for Extension of Time to Complete CE

The Board reviewed Mr. Sevensky's request for an extension of time to complete his required CE. Ms. Dunning made a motion, seconded by Mr. Bullock to grant a one month extension of his license, if he has not renewed his license by the end of business on February 10, 2011. Motion unanimously carried.

Election of Officers

Ms. Dunning made a motion, seconded by Mr. Spong, to nominate Mr. Nelson as Board President. Motion unanimously carried.

Ms. Dunning made a motion, seconded by Mr. Nelson to nominate Mr. Spong as Vice President. Motion unanimously carried.

Mr. Spong made a motion, seconded by Mr. Nelson to nominate Ms. Dunning as Secretary. Motion unanimously carried.

Other Business before the Board (For Discussion Only)

Ms. Williams informed the Board that CLARB's spring meeting is going to be held in Colorado, and asked if anyone was interested in attending to contact her.

Correspondence

There was no correspondence.

Public Comment

There was no public comment.

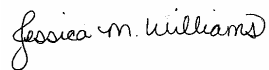
Next Meeting Date

The Board will hold the next meeting on May 12, 2011, at 9:00 a.m. in Conference Room “B” of the Cannon Bldg., 861 Silver Lake Blvd., Dover, Delaware.

Adjournment

Mr. Bullock made a motion, seconded by Ms. Dunning, to adjourn. There being no further business before the board, the meeting adjourned at 11:09 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jessica M. Williams".

Jessica Williams, Administrative Specialist II
Board of Landscape Architects